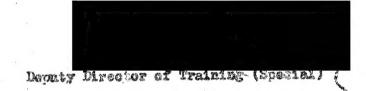
Approved For Release 2000/06/30 PARDP78-02990A000100030198-1

OFFICE OF TRAINING

NOTICE NO. 15-52 TE(S) 27 August 1952

SIBJECT: Mesoranda for the Bocord

- 1. The Weskly Activity Reports which are submitted by Staff and Division Chiefs to provide this office with a brief, succinate record of the activities carried out within IR(S) do not, however, completely meet the requirement for establishing an historical file which should include a resort of staff planning, research, and discussion relating to the development of IR(S) activities. It is, therefore, desired that Staff and Division Chiefs prepare brief memorande for the record fellowing all significant laterwises, briefings, debriefings, staff meetings and discussions. One copy to be forwarded to the office of DD/TR(S) for implusion in an historical file.
- 2. Such memoranda for the record will also serve the purpose of reducing the necessity for lengthy worbal reporting by staff and division representatives, and will provide this office with a more complete basis for supervising current activities.



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Distribution: ALL STAFF AND DIVISION CHIEFS, TR(S)

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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